

State of Hawaii
Department of Education

Request for Proposals

RFP No. F05-115

Supplemental Athletic Program for Identified Special Needs Students of the Department of Education

AUGUST 8, 2005

Important Note:

If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

August 8, 2005

REQUEST FOR PROPOSALS

Provision of a Supplemental Athletic Program for Special Needs Students of the Department of Education

RFP No. F05-115

The Department of Education (DOE), Office of Curriculum, Instruction and Student Support (OCISS), Special Education Services Branch, is requesting proposals from qualified Providers to provide a Supplemental Athletic Program for identified special needs students of the DOE. The contract term is anticipated to be from December 15, 2005 through December 14, 2006.

Copies of this RFP may be obtained at the DOE Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola St, Rm 200, Waipahu, Hawaii 96797, or from the SPO website: <http://www2.hawaii.gov/spoh/rfps.htm>.

OCISS will conduct an orientation meeting at 1:00 p.m. Hawaii Standard Time (HST) on August 18, 2005, at 637 18th Avenue, Room C-202, Honolulu HI 96816. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is August 26, 2005 at 2:00 p.m. HST. All written questions will receive a written response from the State on or before September 9, 2005.

Proposals shall be mailed and postmarked by the United State Postal Service on or before October 14, 2005, or hand delivered no later than 2:00 p.m., HST on October 14, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Ms. Maxine Nagamine at 618 18th Avenue, Honolulu, Hawaii 96816, or by phone to (808) 733-4832.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**ONE (1) ORIGINAL AND
ONE (1) COPY
OF THE PROPOSAL ARE REQUIRED**

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE
(USPS) NO LATER THAN**

OCTOBER 14, 2005

All Mail-ins

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

DOE RFP COORDINATOR

Maxine Nagamine
For further info or inquiries
Phone: 733-4832

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL
2:00 p.m. H.S.T., OCTOBER 14, 2005.**

Drop-off Sites

For applicants located on Oahu:

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

**BE ADVISED: All mail-ins postmarked by USPS after OCTOBER 14, 2005, shall not be accepted
for review and shall be returned.**

Hand deliveries shall NOT be accepted after 2:00 p.m., OCTOBER 14, 2005.

**Deliveries by private mail services such as Fedex shall be considered hand deliveries and shall NOT
be accepted if received after 2:00 p.m., OCTOBER 14, 2005.**

RFP Table of Contents

Section 1 Administrative Overview

I.	Authority	1-1
II.	RFP Organization.....	1-1
III.	Contracting Office	1-1
IV.	Procurement Timetable	1-2
V.	Orientation	1-2
VI.	Submission of Questions	1-2
VII.	Submission of Proposals	1-3
VIII.	Discussions with Applicants	1-5
IX.	Opening of Proposals	1-5
X.	Additional Materials and Documentation	1-5
XI.	RFP Amendments	1-5
XII.	Final Revised Proposals	1-5
XIII.	Cancellation of Request for Proposal	1-6
XIV.	Costs for Proposal Preparation.....	1-6
XV.	Provider Participation in Planning	1-6
XVI.	Rejection of Proposals	1-6
XVII.	Notice of Award.....	1-6
XVIII.	Protests.....	1-7
XIX.	Availability of Funds	1-8
XX.	Monitoring and Evaluation	1-8
XXI.	General and Special Conditions of Contract.....	1-8
XXII.	Cost Principles	1-8

Section 2 Service Specifications

I.	Introduction.....	2-1
	A. Overview, purpose or need	2-1
	B. Description of the goals of the service.....	2-1
	C. Description of the target population to be served	2-2
	D. Geographic coverage of service.....	2-2
	E. Probable funding amounts, source, and period of availability.....	2-2
II.	General Requirements.....	2-2
	A. Specific qualifications or requirements, including but not limited to licensure or accreditation	2-2
	B. Secondary purchaser participation.....	2-3
	C. Multiple or alternate proposals	2-3
	D. Single or multiple contracts to be awarded.....	2-3
	E. Single or multi-term contracts to be awarded	2-3
	F. RFP contact person	2-3
III.	Scope of Work	2-4
	A. Service Activities	2-4

B.	Management Requirements (Minimum and/or mandatory)	2-5
IV.	Facilities	2-8

Section 3 Proposal Application Instructions

I.	Program Overview	3-1
II.	Experience and Capability	3-2
A.	Necessary Skills	3-2
B.	Experience.....	3-2
C.	Quality Assurance and Evaluation.....	3-2
D.	Coordination of Services.....	3-2
E.	Facilities	3-3
III.	Project Organization and Staffing.....	3-3
A.	Staffing.....	3-3
B.	Project Organization	3-3
IV.	Service Delivery.....	3-4
V.	Financial.....	3-4
A.	Pricing Structure	3-4
B.	Other Financial Related Materials	3-4
VI.	Other 3-5	
A.	Litigation.....	3-5

Section 4 Proposal Evaluation

I.	Introduction.....	4-1
II.	Evaluation Process	4-1
III.	Evaluation Criteria	4-1
A.	Phase 1 - Evaluation of Proposal Requirements	4-1
B.	Phase 2 - Evaluation of Proposal Application	4-2
C.	Phase 3 - Recommendation for Award	4-5

Section 5 Attachments

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

State of Hawaii

Department of:	Education
Office:	Office of Curriculum, Instruction and Student Support
Section:	Special Education Services Branch
	618 18 th Avenue
	Honolulu, Hawaii 96816
Contract Administrator:	Ms. Maxine Nagamine
Phone (808)	<u>733-4832</u> Fax: (808) <u>734-6883</u>

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	8/8/05
Distribution of RFP	8/8/05
RFP orientation session	8/18/05
Closing date for submission of written questions for written responses	8/26/05
State purchasing agency's response to applicants' written questions	9/9/05
Discussions with applicant prior to proposal submittal deadline (optional)	n/a
Proposal submittal deadline	10/14/05
Discussions with applicant after proposal submittal deadline (optional)	n/a
Final revised proposals (optional)	n/a
Proposal evaluation period	10/14/05- 10/31/05
Provider selection	10/31/05
Notice of statement of findings and decision	11/10/05
Contract start date	12/15/05

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: August 18, 2005 **Time:** 1:00 pm
Location: 637 18th Avenue, Room C-202, Honolulu HI 96816

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the Administrative RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Department responses to applicant written questions will be posted as an addendum to the RFP, and can be viewed after the response date identified below, by clicking on the RFP website:
<http://www2.hawaii.gov/spoh/rfps.htm>

Deadline for submission of written questions:

Date: August 26, 2005 **Time:** 2:00 pm HST

State agency responses to applicant written questions will be provided by:

Date: September 9, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers* and *Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the

applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that*

are amended, along with the Proposal Application Identification Form (SPO-H-200). After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the DOE Procurement and Contracts Branch and the procurement officer who is conducting the protested procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor.

Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency		Procurement Officer	
Name:	Patricia Hamamoto	Name:	Paul Ban
Title:	Superintendent	Title:	Director, Special Education Branch
Mailing Address:	P.O. Box 2360 Honolulu, Hawaii 96804	Mailing Address:	637 18th Avenue, Bldg. C, Room 101-B Honolulu, Hawaii 96816
Business Address:	1390 Miller Street Honolulu, Hawaii 96813	Business Address:	Same as above
DOE Procurement and Contracts Branch			
Business Address:	94-275 Mokuola Street, #200 /Mailing Waipahu, HI 96797		

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The State of Hawaii Department of Education (DOE) has identified a significant need for a year-round supplemental athletic program (Program) that provides opportunities for athletic competitions for individuals with significant disabilities.

Students who participate in such events must meet very exacting levels of strength and skills. The activities provided by such a Program do not replace those Physical Education classes or time that students participate in during their regular instructional periods; rather, they support the classroom lessons and activities in assisting the students' attainment of the Physical Education standards as described in the DOE's Hawaii Content and Performance Standards III (HCPS III).

Because of the individual nature of the disabilities manifested by these students, specialized training of the adults (i.e., teachers, coaches, and educational assistants) by those with expertise in this area is necessary and is encouraged as part of this Program.

Often, particular types of protective gear and equipment beyond what is usually available in schools may also be necessary to assist students during their training sessions and competitions.

B. Description of the goals of the service

The purpose of this Program is to ensure that students in special education are offered opportunities to participate in year-round sports training and athletic competition in a variety of sporting events that provide students and their families with positive and meaningful experiences. A variety of events are provided for all levels of athletes in which to compete.

The benefits that student athletes receive from their participation in this Program include:

- Improved fitness
- Improved motor skills
- Greater self-confidence
- A more positive self image
- Increased friendships
- Increased family support

Additionally, the program may provide sports-specific training and technical assistance to teachers, educational assistants, and coaches to assist with physical education opportunities for students with disabilities.

C. Description of the target population to be served

The target population to be served by this program are:

1. Students from age six (6) through age twenty (20) enrolled in the DOE school system, who have been formally identified as having at least one of the following conditions shall be supported under this Program:
 - mental retardation
 - cognitive delays as measured by formal assessment
 - significant learning or vocational problems due to cognitive delay that require or have required specially designed instruction
2. DOE Faculty and Staff including Teachers and Educational Assistants who require specialized training and technical assistance may be provided support under this Program.
3. Family members of the participating students who benefit from information and support offered by the Program.

D. Geographic coverage of service

Services shall be available in schools statewide across all eight (8) geographic districts of the DOE:

Oahu (4) – Honolulu, Central, Windward, Leeward
 Kauai
 Maui
 Hawaii (2) – East, West

E. Probable funding amounts, source, and period of availability

Federal funds for the services are anticipated in the amount of approximately \$128,925 for the fiscal year 2005-2006. The amount of award may be adjusted due to the actual appropriation amount.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

Liability Insurance

Applicants shall be prepared to produce proof of liability insurance in the amount of at least one million dollars for bodily injury and property damage arising in connection with services provided under the agreement. The DOE shall require a certificate of insurance naming the DOE as additional third party insured at time of award.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.Planned secondary purchases: The secondary purchaser will execute a separate contract.**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☒ Single term (\leq 2 yrs) ☐ Multi-term ($>$ 2 yrs.)

Contract terms:

Initial Term of Contract	One (1) year
Length of each extension	One (1) year
Number of possible extensions	Four (4) extensions
Maximum length of contract	Five (5) years
Initial period	Shall commence on the contract start date
Conditions for extension	Extension must be in writing, and is contingent upon potential changes to DOE's approach to service delivery, availability of funding beyond first year, and upon mutual agreement

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Program related issues:

*Ms. Maxine Nagamine
Department of Education
Office of Curriculum, Instruction, and Student Support
Special Education Services Branch*

618 18th Avenue
Honolulu, Hawaii, 96816
Phone: (808) 733-4832 Fax: (808) 734-6883

Administrative issues & submittals (ex: Written Question, Interest Forms, etc.):

Tammy Keller
State of Hawaii
Department of Education
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797
Phone: (808) 675-0130 Fax: (808) 675-0133
e-mail: doeprocure@notes.k12.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Throughout this RFP, references to the Applicant and Contractor may be used interchangeably. The Applicant is the organization or agency submitting a Proposal in response to the DOE's request for services. The Applicant who is awarded a contract is the Contractor.

Provision of the following services and activities listed below are requested as a part of this Program.

1. EVENTS – Develop, coordinate and conduct the events listed below. Dates, times and location of specific events are not established, and shall be mutually agreed upon by the Contractor and the DOE at a later date:
 - a. Regional Competitions designed to qualify participants for the District Tournaments
 - b. Eight (8) District competitive sports-related tournaments, one each per geographic district (as described in Section 2.I.D. Geographic Coverage of service)
 - c. One (1) State Holiday Classic event in December
 - d. One (1) State Summer Games event on Oahu
 - e. One (1) Sports Day in Track and Field event
2. ACTIVITIES
 - a. Provide weekend practices in all program areas for student athletes interested in improving their physical fitness and athletic abilities.
 - b. During the summer season (June through August), provide activities in all 8 geographic districts for students interested in improving their physical fitness and athletic abilities. Students should be provided with at least two (2) hours of participation per week per sport that they

engage in. The statewide event will be held on Oahu at the end of the season.

- c. Provide after school activities (non-school hours) for student athletes interested in improving their physical fitness and athletic abilities. At least 2 seasons (Spring: January through May and Fall: September through December) of ten (10) weeks in duration are to be provided for the student athletes who will have the opportunity to participate 2-3 times per week for forty (40) minutes at each session.

3. TRAINING AND TECHNICAL ASSISTANCE

- a. Provide training and technical assistance to Adaptive Physical Education teachers (APERTS) who instruct students in need of this service.
- b. Provide coaching clinic trainings to DOE teachers and educational assistants statewide to improve their coaching skills and techniques.
- c. Provide 6-8 hours of in-service training for DOE school personnel who use the Sports Skills Guides, including certificated and classified personnel working with students.
- d. Provide a Coaching certification program designed to prepare identified HIDOE teachers and educational assistants to work with students having significant disabilities. The program should aim to improve coaching skills and techniques to address the unique needs of this student population, and should at minimum include:
 - a coaching clinic orientation,
 - at least six (6) hours of training
 - supervision for a ten (10) hour practicum

4. MANUAL – Develop/revise/update a manual for state competitions and distribute to all schools with special education programs. A copy shall be submitted to the Special Education Branch office upon request.
5. NEWSLETTER – Publish and distribute a quarterly newsletter to 100% of family members, school personnel, and the State Special Education Branch informing them of the need for family involvement or in attending scheduled activities.
6. TRANSPORTATION – Provide weekly transportation of student in vehicles that have been approved by the Student Transportation Section of the DOE to transport students to physical fitness training's during the school day, and to participate in interschool mini meets and competitions for the duration of the contract.

B. Management Requirements (Minimum and/or mandatory)

1. Personnel

Applicants shall have on their staff supervisory personnel with documented credentials indicating formal study (at least a bachelor's degree) and experience in working with students with both physical and cognitive disabilities. Their coursework should include Adaptive Physical Education classes or training. They must also have specific skills and

knowledge in working with students who train for and compete in athletic competitions. Vitae of qualified personnel to work in the areas of service shall be attached to the response.

If the Applicant does not have such personnel on staff, the Applicant will describe the minimum requirements of Supervisors and Staff members.

2. **Administrative**

Contractor shall possess the organizational structure and system resources that will support and facilitate the programs provided in an efficient and reliable manner.

The Contractor will communicate with the Contract Administrator, and will perform its duties in accordance with federal and state guidelines.

Criminal History Record Checks:

At this time, the Department is actively seeking legislation that will amend current law to allow the DOE to perform local and national fingerprinting checks of all of its employees, subcontracted providers, and volunteers who work in close proximity to children. It is anticipated that legislation will be enacted and rules implemented by July 2006. Applicants awarded contracts under this RFP will be subject to any statutory or regulatory requirements promulgated for this purpose.

Applicants should be prepared to conduct the following record checks: The applicant shall require criminal history checks on all employees, subcontracted providers, and volunteers as provided under Section 302A-601.5, HRS and HAR 8-7. The DOE shall perform fingerprint and criminal history checks and charge the applicant a reasonable fee for all costs associated for conducting and processing criminal history checks of all applicant's employees, subcontracted providers, and volunteers, including, but not limited to administrative and program staff members who work in close proximity to children as a result of being awarded a contract under this RFP. Applicants shall require all employees, subcontracted providers, and volunteers to complete a copy of DOE Form 90. Fingerprinting checks required under this Section shall be completed before any employee, subcontracted provider, and volunteer of the applicant is assigned to any work site.

The applicant shall maintain a record of the mandatory criminal history checks performed on each of its employees, subcontracted providers, and volunteers in compliance with the above. A local criminal history check is required every three years.

Additionally, the applicant shall maintain and update a list of all new employees, subcontracted providers, and volunteers that document the status and completion dates of the mandatory background checks.

The Department reserves the right to monitor the applicant's compliance with this stipulation on an annual basis, at a minimum, through either an on-site evaluation or a documentation review.

Contractor will maintain appropriate fiscal, personnel, and administrative records. Sufficient documentation on project activities and accomplishments will be maintained and shall be made available for inspection by HDOE upon request.

3. **Quality assurance and evaluation specifications**

The Applicant shall have a quality assurance plan, which identifies the mission of their organization, what services will be provided, and the standards used to assess or evaluate the quality and timely delivery of services as well as continuous improvement.

The quality assurance plan should also indicate corrective actions to be taken if any deficiencies are noted. This plan and the agency's adherence to it, is subject to inspection by HDOE.

4. **Output and performance/outcome measurements**

The contractor shall develop, distribute, collect, and compile a satisfaction and evaluation surveys from students, teaches, and families for the various events and activities provided in the contract year.

The applicant will conduct evaluations and gather data to measure the extent of the achievement of benefits, with regard to eligible special education students. Measured benefits should include:

- Improved fitness
- Improved motor skills
- Greater self-confidence
- A more positive self image
- Increased friendships
- Increased family support

The results and analysis of these surveys and evaluations shall be submitted with the final report.

Data and results shall be submitted with the final report.

5. **Experience**

The applicant shall be able to demonstrate the ability to provide the proposed services and historical experience in this capacity.

6. **Coordination of services**

The contractor shall be required to work directly with schools, the state office, and agencies. Also required is the ability to coordinate efforts with private companies and organizations.

7. **Reporting requirements for program and fiscal data**

Progress Reports

Contractor shall submit written progress reports as follows:

- The first report for fiscal year 2005-2006 shall be due within 10 days of receipt of the contract, consisting of the activities proposed and a listing of proposed expenditures.
- Periodic reports shall describe progress made in the provision of services using the Report form supplied by the DOE (see attachment to this RFP), and will be due on the following dates:
 January 10, 2006
 April 10, 2006
 July 10, 2006

Final Report

The final report due upon completion of the agreement term shall be submitted via the Report form supplied by the DOE (see attachment F to this RFP). In the event that a service was not provided, an explanation is required to include possible alternatives for future consideration. Data and results that measured the extent of the students' achievement of benefits as well as the results of the surveys shall be included as part of this final report.

Tax clearance

The Provider is required to submit an original tax clearance certificate dated within 6 months upon the execution of a contract, and an original certificate dated within 2 months with the final invoice.

Invoices

Original invoices plus two copies must be submitted within 14 calendar days after the last day of each contract month to the address to be specified. All appeals and corrections for reporting/invoice rejections must be resolved within the next 60 calendar days and late claims will not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of HDOE's requirement to pay within 30 days upon receipt of the original invoice. HDOE's requirement to pay within 30 days starts on the day the corrected invoice is re-submitted and accepted by HDOE.

8. **Pricing structure or pricing methodology to be used**

Services shall be provided at a fixed price.

9. **Units of service and unit rate**

Not applicable.

IV. Facilities

Not Applicable.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

1. Applicant should specifically address the ability to:
 - coordinate various activities and school, district, and statewide events,
 - develop appropriate lessons/activities to help depending on students' needs and
 - provide the necessary technical assistance for school staff and, when appropriate, parents/caregivers and
 - any other proposed activities not specifically required in this RFP

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services such as:

- Statewide Project coordination,
- Working with schools
- Developing relationships with private organizations
- Curriculum development

Applicant may include points of contact, addresses, e-mail/phone numbers.

The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Included in the description shall be details as to how the Applicant would ensure the services specified in this RFP are provided and the effectiveness of the services provided. In addition, describe how the determination as to whether the stated benefits from the participation in the Program are attained.

Applicant may also describe procedures and policies for addressing concerns, problematic issues, or identified deficiencies.

D. Coordination of Services

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

Not applicable to this RFP

III. Project Organization and Staffing**A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable).

Applicants shall attach to the Proposal vitae of qualified personnel proposed to work in area of service including documentation of credentials indicating formal study and/or experience in the area of physical education and involvement in sports activities for students with physical and cognitive challenges.

In lieu of such documentation, Applicant may specify minimum and mandatory qualifications of such prospective personnel.

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

Applicant should specifically address the professional development or continuing education opportunities provided to staff, and the qualifications and experience of supervisors as applicable. Applicant may submit a copy of proposed schedules and provide examples or samples of training.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant should provide a detailed explanation of the approach, organization and program integration for each service to be provided as detailed in Service Activities section of this RFP (refer to Section 2, (III) (A) as needed), and describe in detail any materials to be offered, or provide samples of materials, and reports. If any service will not be provided, Applicant should so indicate.

1. Materials (samples of materials such as newsletters and proposed manuals, may be provided as part of the Applicants proposal)
2. Description and schedule of proposed activities and events designed to help DOE students meet HCPS III Physical Education standards
3. Description and schedule of proposed training and technical assistance to be provided will assist DOE Staff working with the targeted student population
4. Description of the proposed transportation equipment and services
5. Description of the proposed benefits to DOE students, families, and DOE Staff who participating in the Program, detailed description of how these benefits will be statistically measured, as well as how information will be collected, analyzed and reported.
6. Description of how to encourage the participation of DOE students and their families in the program

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Applicant shall complete and attach the Price Proposal Worksheet, Attachment E of this RFP to Proposal.

The DOE reserves the right to request additional information or substantiating documents.

B. Other Financial Related Materials

Applicant may provide explanation or documentation of supplemental funding to sustain program activities as applicable.

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following

documents are requested as part of the Proposal Application (may be attached):

- A description of how applicant's accounting system is organized to handle the contract
- A description of the applicant's billing procedures including, if applicable, the procedures in which subcontractors are paid
- Name of individual responsible for the accounting/billing system and his/her qualifications and position description
- Description of the internal control structure used in the accounting system
- If accounting work is subcontracted, please describe

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Proposal Application Checklist, SPO-H (Attachment A)
- Registration (if not pre-registered with the State Procurement Office)
- Federal Certifications (Attachment D)
- Price Proposal Worksheet (Attachment E)

2. **Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. **Phase 2 - Evaluation of Proposal Application (100 Points)**

	<u>Points Possible</u>
1. Program Overview: No points are assigned to Program Overview. The Intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.	0
2. Experience and Capability The State will evaluate the Applicant's experience and capability relevant to the proposal contract, which shall include: A. Necessary Skills Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. The Applicant should specifically address the ability to: i. Coordinate various activities and school, district, and statewide events ii. Develop appropriate lessons/activities depending on specific students' needs iii. Provide the necessary technical assistance for school staff and, when appropriate, parents and caregivers iv. Any other proposed activities not specifically required in this RFP B. Experience Demonstrated experience with curriculum development, physical activities, project and program coordination and related services. The applicant shall provide a description of projects/contracts pertinent to the proposed services including: i. Statewide project coordination ii. Working with schools iii. Developing relationships with private organizations iv. Curriculum development	<u>20</u> <

C. Quality Assurance and Evaluation

Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

Included in the description shall be details as to how:

- i. it will ensure the services specified in this RFP are provided 3
- ii. a plan to ensure that the stated benefits from the participation in the program are attained 3
- iii. a description of the policies and procedures established or proposed to address concerns, resolve problematic issues and correct deficiencies 2

D. Coordination of Services

Demonstrated capability to coordinate services with other agencies and resources in the community.

2

3. Project Organization and Staffing: 15

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- i. Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity are all reasonable to insure viability of the services. 3
- ii. Staff Qualifications: Minimum qualifications, including experience, in working with the target population for staff assigned to the program are met. 3
 - 75% or more of staff has 3 or more years experience – 3pts
 - 25-74% of staff has 3 or more years experience – 2 pts
 - Less than 25% of staff has 3 or more years experience – 1 pt
- iii. Provide all vitae of key personnel and supervisory staff 2

B. Project Organization

- i. Supervision and Training
 - Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 2
 - Applicant addressed the professional development or continuing education opportunities provided to staff, 3
 - Provided examples of 3 professional development topics 1
- ii. Organizational Chart: 1

Reflects the position of each staff and line of responsibility/supervision.

4.	Service Delivery	55
A.	Work Plan	
i.	Describe the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.	7
ii.	Detailed description of how the Applicant proposes to increase the participation of DOE students and their families	3
iii.	Detailed description of how Applicant proposes to increase the provision of services to students in remote or out-lying geographic areas	5
B.	Service Activities	
iv.	Proposed list and schedule of the events, activities, workshops, and trainings proposed <ul style="list-style-type: none"> are detailed and descriptive – 2 pts timeline and schedule is reasonable – 2 pts all requested services are addressed – 2 pts 	6
v.	Proposed activities, training and workshops: <ul style="list-style-type: none"> include a variety of engaging topics, themes and formats – 4 pts are appropriate and address the needs of the student (special needs student, coach, parent, etc. according to the student audience) – 4 pts Are in accordance with a standardized curriculum and meets HCPS III physical education standards – 4 pts Curriculum includes/incorporates any additional HCPS III standards (besides physical education) – 2 pts 	14
vi.	Description and examples of the materials that may be provided to students, coaches and DOE staff, and parents	5
C.	Outcomes	
i.	Description of the outcomes and benefits to students, coaches and DOE staff, and parents of the proposed services; Outcomes and benefits identified are appropriate and reflective of the services to be provided	4
ii.	Description of the proposed statistical measurements of these outcomes and benefits; Measurements correlate well with expected outcomes and benefits	4
iii.	Description of the method of data collection and reporting system of outcomes and benefits; Collection methods and Reporting system are reasonable and adequate	4

D. Additional Activities	
Description of any additional services not required by this RFP but will be provided.	3
5. Financial	<u>10</u>
A. Supplemental Funding	
Demonstrated ability to provide or obtain funding to supplement funds received under this contract in order to sustain program activities.	5
B. Budget	
Proposed budget is reasonable given program resources and operational capacity, and adequately supports the scope of service and requirements of this RFP.	5
TOTAL POSSIBLE POINTS	<u>100</u>

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist (Form SPO-H)
- B. Sample Table of Contents (Applicant to prepare and submit similar table of contents with Proposal)
- C. Wage Certificate
- D. Federal Certifications
- E. Price Proposal Worksheet
- F. Program Report (Provider to utilize the form when submitting progress and final reports as required)

Proposal Application Checklist

Applicant: _____

RFP No.: DOE RFP F05-115

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Attachment B (sample)	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation (Link on SPO website)*	(Required at time of award)	
Cost Proposal (Budget):				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions as applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Wage Certificate	Section 1, RFP	Attachment C	X	
Federal Certifications	Section 4, RFP	Attachment D	X	
Debarment & Suspension	Section 4, RFP	Attachment D	X	
Drug Free Workplace	Section 4, RFP	Attachment D	X	
Lobbying	Section 4, RFP	Attachment D	X	
Program Fraud Civil Remedies Act	Section 4, RFP	Attachment D	X	
Environmental Tobacco Smoke	Section 4, RFP	Attachment D	X	
Program Specific Requirements:				
Price Proposal Worksheet	Section 3, RFP	Attachment E	X	
Program Report	Section 2, RFP	Attachment F		

 Authorized Signature

 Date

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
1.	Proposed Staffing.....	7
2.	Staff Qualifications	9
B.	Project Organization	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements for fiscal year ended June 30, 1994	

- F.** Organization Chart
 Program
 Organization-wide
- G.** Performance and Output Measurement Tables
 Table A
 Table B
 Table C
- H.** Program Specific Requirements

WAGE CERTIFICATE

Subject: Project No. _____

Description of Project: _____

Pursuant to §103-55, HRS, I hereby certify that, if awarded a contract of \$25,000.00 or more, and that either:

- I. Services to be performed will be performed in accordance with the following conditions:
 - a. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector, and
 - b. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

PROVIDER shall be obliged to notify its employees performing work under this contract of the provisions of §103-55, HRS, and the current wage rate for public employees performing similar work. The PROVIDER may meet this obligation by posting a notice to this effect in the PROVIDER's place of business accessible to all employees, or the PROVIDER may include such notice with each paycheck or pay envelope furnished to the employee

I understand that, in addition to the base wages required by §103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

OR

- II. I am exempt from these requirements as provided for under to §103-55(c), HRS.

PROVIDER: _____

By Its (signature): _____

Title: _____

Date: _____

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central

point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management
 Office of Grants Management
 Office of the Assistant Secretary for Management and Budget
 Department of Health and Human Services
 200 Independence Avenue, S.W., Room 517-D
 Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

PRICE PROPOSAL WORKSHEET

- ✓ Applicant shall complete worksheet and submit with Proposal.
- ✓ Column 1 – indicate only those costs requested under this RFP.
- ✓ Column 2 – indicate costs that will be paid by other sources or means of funding.
- ✓ Column 3 – indicate total of Column 1 and 2.
- ✓ If item is not applicable, please indicate so in the column 3, Total Program costs.
- ✓ To determine allowable expenses, refer to “Cost Principles on Purchases of Health and Human Services” document available on the SPO website:
http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm.

Service/ Expense to support program activities	Column 1 Amount Requested under this RFP	Column 2 Funds from other sources	Column 3 Total Program Costs
Personnel costs (please itemize): _____ _____ _____ _____ _____ _____			
Administrative/Managerial Costs (please itemize): _____ _____ _____			
Subcontracted Services (please itemize): _____ _____ _____ _____			
Operating Expenses: _____ _____			
Profit:			
Other (please specify): _____ _____ _____ _____ _____			
TOTAL (Column 1 not to exceed \$128,900, this price represents the Applicant's proposed price for this RFP)			

Date: _____

[illegible]